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Approved For Release 2004/09/23 : CIA-RDP80R01720R000900080074-0#_917-24-

3 May 1974

MEMORANDUM FOR: Mr. Carl Duckett
Secretary, Management Committee

SUBJECT : Space

1. I am sending this informal, private note to you (alone) to recap in writing some of the points made during our 1 May conversation, which I greatly appreciated. We -- the NIO structure -- have an acute space problem, which I can no longer ignore. Part of the structure -- that part now located on the seventh floor -- is properly and adequately housed. This includes the front office, the DCI briefing preparation unit, the registry, our essential reproduction component, and six of the twelve NIOs. The other portion of the structure -- the remaining six NIOs -- is the problem area.

2. The term "NIO" as used here actually refers to three people: the NIO himself (or herself), his/her assistant, and their secretary. Six NIOs, hence, means eighteen people. The NIOs in question are those for Latin America, Southeast Asia, China, Japan and the Pacific Area, Economics, and Special Activities [redacted] At present, these NIOs (three of whom, fortunately from a space standpoint, are not yet on board) are housed in my old SAVA space -- 6F19.

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3. The contiguous space required for these six NIOs, plus their assistants and secretaries, is on the order of 3,000 square feet. This bench-mark figure is the fruit of simple arithmetic: 225 square feet for an NIO, 150 for his/her assistant, and 125 for their secretary, totaling 500 square feet per NIO "triad." $500 \times 6 = 3,000$. I emphasize, however, that 3,000 square feet is a bench mark/ball park guideline, not a "hard" number. The actual square footage involved would, of course, be a function of the flexibility and configuration (including things such as the presence or absence of pillars or dead space) of the particular area in question.

4. The present 6F19 SAVA space encompasses (according to the Office of Logistics) 3,200 square feet. A portion of this is taken up by a hall, useable only as a passageway. Also, roughly a quarter of this total is taken up by the old SAVA situation room -- a vaulted area designed to be a situation room, built as such (at considerable expense), and maladapted to any other use. I have done nothing to alter the configuration of this SAVA space since

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money so invested, in my opinion, would be wasted. The space ought to be used by a component (e.g., the Operations Center) which needs and can exploit the situation room facility, which I do not need.

5. What I want to do is work an exchange under which I would give up the 6F19 SAVA space in return for a block of space approximately comparable in square footage which is (a) adequate to house my remaining six NIOs in offices essentially similar to the six who now sit on the seventh floor with me, and (b) in the closest possible proximity to our 7E62 area and the DCI's office.

6. The great discrepancy between the accommodations of our sixth floor establishment and our seventh floor establishment already produces work complications and will soon become a major morale problem, particularly once all the remaining NIOs are on board. My colleagues now on the sixth floor understand the realities of a bureaucratic environment and would certainly be willing to "camp out" while permanent quarters are being arranged, but there will be a problem if those in 6F19 cannot legitimately see light at the end of the tunnel (to coin a phrase).

7. I will not burden you with a recapitulation of some difficulties I have had in this sphere, difficulties well known to us both. I am also anxious, as we have both discussed, to keep this matter off the DCI's desk. I would, therefore, very much appreciate your keeping our needs in mind and acting as our lawyer.



George A. Carver, Jr.
Deputy for National Intelligence Officers

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